

**GUIDE AND INVENTORY TO THE  
CHRONOLOGICAL OR "SIGNATURE FILE"  
OF THE  
CHIEF OF POLICE  
1978 - 1994**

**THE COLLECTION**

The Chronological or "Signature File" of the Chief of Police represents a copy of each document signed by the Chief, or Acting Chief, in the absence of the Chief at the time of signing. Generally, attachments or enclosures are not included in this file.

The file represents a major window into the Department through the actions of the longest tenured Chief of Police since 1861. Chief Fitzsimons term ran from 2-5-79 through 2-15-94, 15 years, 10 days. The file specifically includes records from:

R. L. Hanson, Temporary COP	Jan-Mar 1978
R. G. Schoener, Acting COP	Apr 3 -17, 1978
H. A. VandenWyer, Interim COP	Apr 18, 1978 - Feb 5, 1994
P. S. Fitzsimons, COP	Feb 5, 1979 - = Feb 15, 1994
N. H. Stamper, COP	Feb 16 - Apr 1994

Chief Fitzsimons was additionally an Attorney and the records represent his attention to detail and thorough documentation of detail. The records are currently filed purely by date. Recurring themes or potential records series include the following examples:

- Accident Review Board Findings
- Advisories relating to the release of things
- Agreements
- Applications to Courses
- Authorized Signatory Representatives
- Automatic Weapons Checkout Authorizations
- Certificates of many kinds
- Check Lists for Special Police Commissions
- ~~Civil Abatement of Nuisances~~
- Civil Service Test Validations
- Claims for Expenses

## **THE COLLECTION (cont.)**

- Commendations
- Disciplinary Actions
- Employee Service Records
- Expenses
- Firearms Review Boards
- Letters of Appreciation
- Letters of Recommendation
- Letters to Representatives re: Positions on Bills
- Letters of Response to Criticism of Officers and Employees
- Letters of Response to OMB re: Budget, Staffing, etc.
- Letters of Response to Praise of Officers and Employees
- Manual Revisions
- Oaths of Office, Appointments and Ordinances
- Personnel Orders
- Police Officer Summary Sheets
- Records Checks re: Employee applicants
- Reimbursement Requests
- Requests for and Receipt of Investigative Funds
- Requests for Concurrence
- Requests for Leave of Absence
- Requests for State Legislative Action
- Retired Officers Requests to be Continued
- Student Recommendations
- Travel Vouchers
- Unlawful Drug Activity Letters
- Vehicle Use Logs
- Weekly Reports to the Mayor

## **ACCESS**

Actual box contents are listed on the following pages. It must be recognized that files relating to certain controversial matters and all disciplinary actions are confidential and may be released only through the Department Archivist, Legal Advisors, or Personnel Department, as appropriate.

## **FUTURE REORGANIZATION AND WEEDING**

As time permits it is anticipated that these records may be reorganized into Series as suggested above. Each series would be further arranged to corporate entity, i.e., letters to the City Council, Mayor, other City Offices and Departments, specified County, State, and Federal entities, by date. The goal of such a reorganization would be to create a name index of personnel and organizations included in the file.

Some of the Records Series may be moved into a more appropriate location in the Department Archives. This would include Personnel Orders which would aggregate them with earlier Personnel Orders in the Subject File. Items relating to certain Police Department personnel may be placed in the People File which pertains to specific individuals. Certain financial documents, such as, expenses, travel vouchers and certificates to non-employees may be purged.

## **DISPOSITION**

It is noted here that these are the only remaining organized files of the Chief of Police. In 1980 a few file folders were provided to the Inspectional Services Division for their possible historical content. These files have been incorporated into the Subject File. All other COP files have been destroyed in accordance with the Departments Records Retention Schedule.

6-19-97

**CHIEF OF POLICE UNIT FILE**  
**Chronological or "Signature File"**  
**1978-1994**

Box 1 of 10

R. L. Hanson - COP	Jan - Mar 1978
R. G. Schoener - Acting COP	Apr 3 - 17, 1978
H. A. VandenWyer - Interim COP	Apr 18, 1978 - Feb 5, 1979
P. S. Fitzsimons - COP	Feb 5 - Aug 1979

Box 2 of 10

P. S. Fitzsimons - COP	Sep 1979 - Apr 1981
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Box 3 of 10

P. S. Fitzsimons - COP	May 1981 - Apr 1983
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Box 4 of 10

P. S. Fitzsimons - COP	May 1983 - Apr 1985
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Box 5 of 10

P. S. Fitzsimons - COP	May 1985 - Feb 1987
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Box 6 of 10

P. S. Fitzsimons - COP	Mar 1987 - Dec 1988
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Box 7 of 10

P. S. Fitzsimons - COP	Jan 1989 - May 1990
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Box 8 of 10

P. S. Fitzsimons - COP	Jun 1990 - Dec 1991
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Box 9 of 10

P. S. Fitzsimons - COP	Jan 1992 - May 1993
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Box 10 of 10

P. S. Fitzsimons - COP	Jun 1993 - Feb 1994
N. H. Stamper - COP	Feb 1994 - Apr 1994